

Information Skills E-Learning User Guide

The following information skills e-learning modules are available in ESR:

- Athens Registration and Management (20 mins)
- Basic and Advanced Database Searching (60 mins)
- Cochrane Library (60 mins)
- Critical Appraisal (180 mins)
- NICE Evidence Search (10 mins)
- Publishing, Copyright, Referencing (60 mins)

For full details please refer to our webpages at <http://www.rjah.nhs.uk/library/training>

Quick Start Guide



1. To get started click on the desktop icon and enter your login details

(Usernames and passwords are available from your departmental/ward manager in the first instance, or by emailing the Human Resources Department at training@rjah.nhs.uk)

2. Once logged in select the module you wish to do from the list of enrolments

ORACLE Learning Management

Home Logout Help

Learning Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course Exact Phrase Go Advanced Search

Welton, Gerrard, Mrs. Amanda Janet

Competence Requirements

Click "Search" to find certifications, courses and learning paths with the required competence.

Competence Name	Expiry Date	Search
224 (LOCAL) Slips, trips and falls - one off	30-Aug-2013	
224 (LOCAL) Incident Reporting - one off	29-Nov-2012	
NHS (MAND) Moving and Handling - 1 Year	29-Nov-2013	
NHS (MAND) Infection Control - 1 Year	29-Nov-2013	
NHS (MAND) Fire Safety - 1 Year	17-Dec-2013	

Certifications

Hide Certifications

List of all your active Certifications

Certification Name	Certification Status	Progress	Due Date	Last Completed	Renew Date	Renew	Move to History	Unsubscribe
224 Manual Handling Theory Certification	Subscribed	Active	24-Dec-2013	24-Dec-2013	24-Dec-2013			
224 Equality and Diversity Certification	Subscribed	Active	24-Dec-2013	24-Dec-2013	24-Dec-2013			
224 Fraud in the NHS Certification	Subscribed	Active	24-Dec-2013	24-Dec-2013	24-Dec-2013			
224 Infection Prevention and Control Certification	Subscribed	Active	24-Dec-2013	24-Dec-2013	24-Dec-2013			
224 Health and Safety Certification	Subscribed	Active	24-Dec-2013	24-Dec-2013	24-Dec-2013			

Enrollments

Hide Enrollments

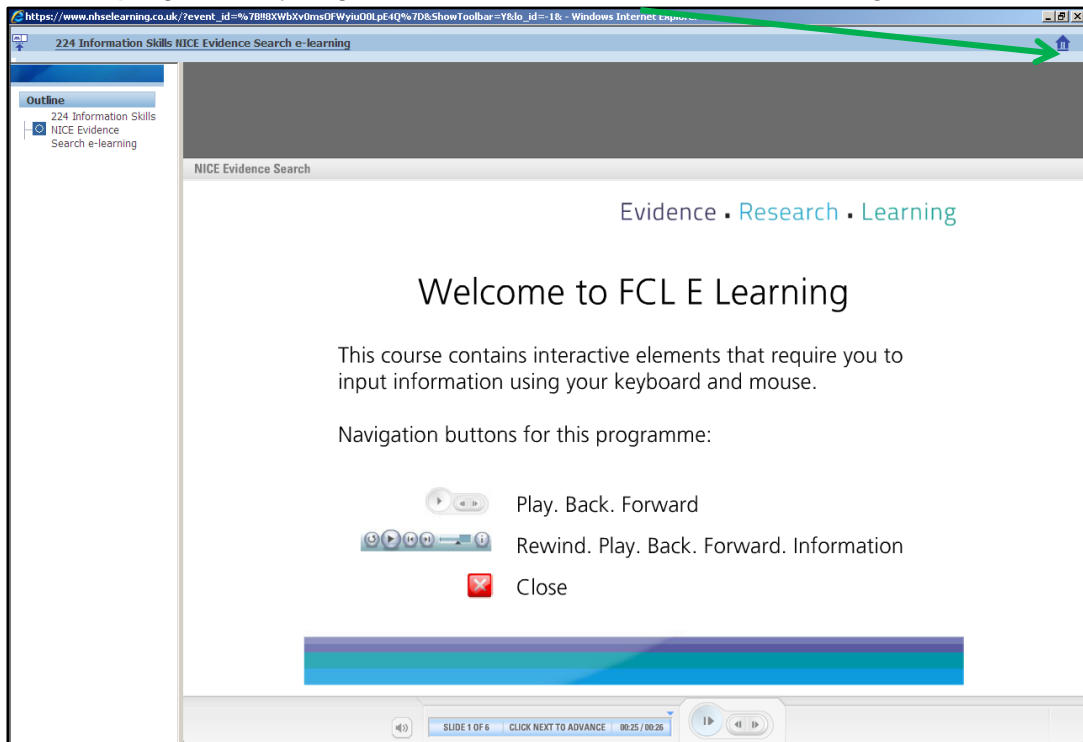
All current enrollments are displayed in this section, including enrollments on physical and e-Learning classes. To view more detail about each enrolment, click your enrolment status. Click the play button where displayed to play the course.

Course Name	Status	Item in	Completion Date	Play	Start Date	Start Time	End Date	End Time	Move to History	Unenroll	Evaluate	Add to Outlook
000 Infection Control: Infection Prevention and You	Not Attempted				01-Jan-2013	00:00						
000 Equality and Diversity - General Awareness	Not Attempted				01-Jan-2013	00:00						
000 Health and Safety Awareness	Not Attempted				01-Jan-2013	00:00						
224 Information Skills NICE Evidence Search e-learning	Not Attempted				30-Sep-2013	00:00						
224 Information Skills Publishing, Copyright, Referencing e-learning	Not Attempted				30-Sep-2013	00:00						
224 Fraud Awareness in the NHS E-Learning	Not Attempted				26-Jul-2013	00:00						
000 Manual Handling Awareness	Not Attempted				01-Jan-2013	00:00						
224 Information Skills NICE Evidence Search e-learning	Not Attempted				30-Sep-2013	00:00						
224 Health and Safety Awareness	Not Attempted				01-Jan-2013	00:00						

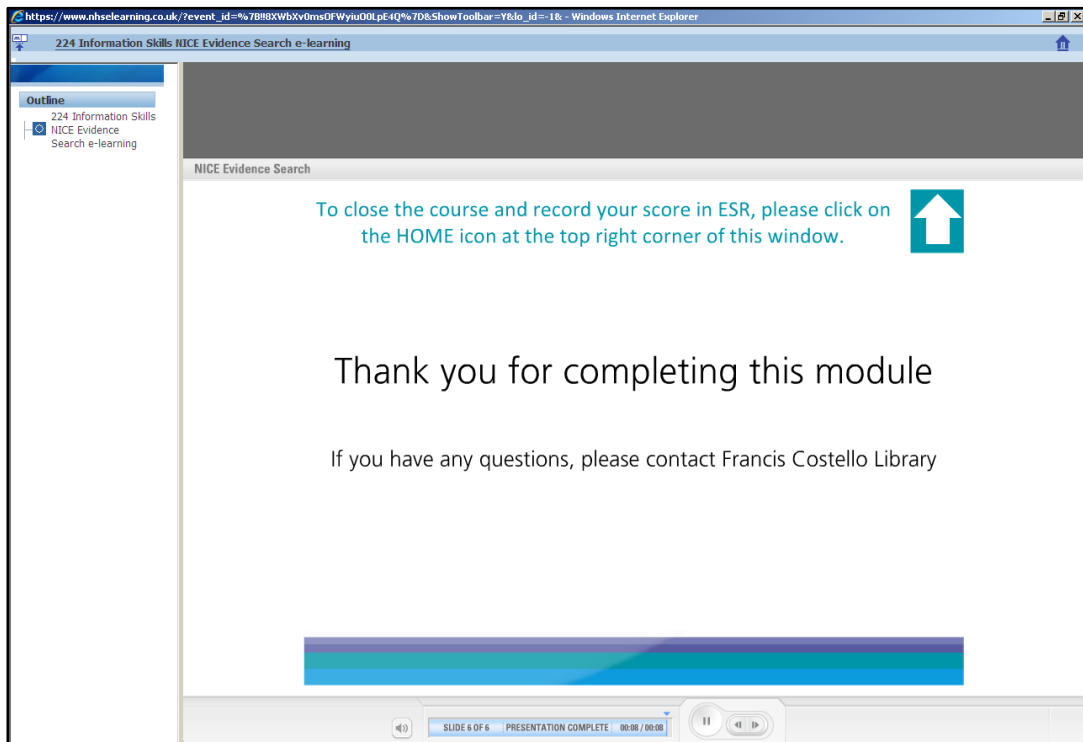
3. Click on play to launch the chosen module.

4. To save

To save progress as you go, click the blue 'Home' icon at the top right of the screen.



You will also be prompted to save at the end of each module to record your learning.



5. If you complete one of the Francis Costello Library's information skills modules, you will be sent a *Certificate of Achievement*. You will also be invited to provide an evaluation of the course by completing an Impact Assessment (via Survey Monkey) approximately one month after training.